



**State of Louisiana**  
Division of Administration  
**Office of State Uniform Payroll**

August 31, 2010

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2011-12

TO: All ISIS HR Paid Agencies

FROM: Andrea P. Hubbard  
Director

SUBJECT: Update to OSUP Memorandum #2011-05  
Teachers' Retirement Annual Reporting of Sick Leave

Teachers' Retirement System (TRSL) requires the certification of sick leave used during the prior fiscal year on all employees that are members of TRSL. The required certification for fiscal year 2009-2010 has been submitted by the Office of Information Services (OIS), via data file, to TRSL by the original August 31<sup>st</sup> deadline. Agencies may view [TRSL Procedures Index 6.7](#) and [Index 18.2](#) page 14 for more information on the certification and required data file.

Included on the file are employer ID, Social Security Number of the employee and the fiscal year being reported. Outlined below are additional certification items appearing on the file along with information identifying where data is being extracted from in the ISIS HR Payroll System.

<u>Contract Months</u>	ISIS reads IT16 (12 month contract is assumed if no data is input to indicate 9 month, 10 month, etc.). If multiple contract types exist in the FY, the one with the most days is reported.
<u>Sick Days Used</u>	Number of sick hours taken divided by 8. Employees on 7 or 7 ½ hour per day work schedules will be calculated using scheduled work hours.
<u>Summer Days Worked</u>	ISIS reads wage type 0143 from payroll results for 9 & 10 month employees. (Number entered on IT14 &/or IT 15 is reported as days worked.)
<u>Summer Percent Effort</u>	The percent effort field contains 100% or 0%. If the employee <u>has summer days</u> worked the field will be populated with 100%, if <u>no summer days</u> are worked the field will be 0%.

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2011-12

August 31, 2010

Page 2

Agencies may utilize the ISIS HR ZP108 report, selecting the TRSL sick leave radio button, to review the information being reported.

Upon TRSL's receipt and review of the sick leave file, some errors may be found. Agencies must log onto TRSL Inquiry and review the Sick Leave Error Report under the Reports heading. Any errors must be corrected via the TRSL on-line system. If necessary, ISIS HR master data must be corrected also.

If you have any questions on how to update ISIS HR or run the ZP108 report, contact the ISIS HR Help Desk via [ISIS HR web ticket](#).

If you need TRSL technical assistance, contact TRSL's Help Desk via email at [helpdesk@trsl.org](mailto:helpdesk@trsl.org) or (225) 925-6460. For TRSL general sick leave reporting questions, contact Randall Harrison at [Randall.Harrison@TRSL.org](mailto:Randall.Harrison@TRSL.org) or (225) 925-6443.

All other questions should be directed to a member of the OSUP Wage and Tax Administration Unit at [\\_DOA-OSUP-WTA@la.gov](mailto:_DOA-OSUP-WTA@la.gov) or (225):

Wendy Eggert	342-0714	Penny Jones	342-2053
Tiko Ary	342-1651	Cindy McClure	342-5346
Gary Bennett	342-1652	Tracy Smith	219-0191

APH:WRE/pbh